

# **COMMUTER TRANSIT SUBSIDY BENEFITS PROGRAM**



**COMDTINST 5382.1A  
November 2023**

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COMMANDANT INSTRUCTION 5382.1A

Subj: COMMUTER TRANSIT SUBSIDY BENEFITS PROGRAM

- Ref:
- (a) Title 5 United States Code, section 7905
  - (b) Public Law 103-172, Federal Employees Clean Air Incentives Act, effective 01Jan94
  - (c) Executive Order 13150 of April 21, 2000 (codified by 5 USC 7905)
  - (d) Public Law 102-486, section 1911, Treatment of Employer Provided Transportation Benefits, effective December 31, 1992
  - (e) Treasury, Postal Service and General Government Appropriations Act, 1991 (Public Law 101-509, 104 STAT. 1389,1478)
  - (f) Qualified Transportation Fringes, 26 United States Code of Federal Regulations, section 132(f) & United States Code Annotated Title 26 Internal Revenue Code section 132(f)
  - (g) Records & Information Management Program Roles & Responsibilities, COMDTINST 5212.12 (series)
  - (h) Federal Transit Benefits Program: Ineffective Controls Result in Fraud and Abuse by Federal Workers Report: GAO-07-724T April 24, 2007
  - (i) Title 38 United States Code, section 4316, paragraph (b)(1)
  - (j) The Coast Guard Freedom of Information (FOIA) and Privacy Acts Manual, COMDTINST M5260.3 (series)
  - (k) Privacy Incident Response, Notification, and Reporting Procedures for Personally Identifiable Information (PII), COMDTINST 5260.5 (series)
  - (l) Financial Resource Management Manual (FRMM), COMDTINST M7100.3 (series)
  - (m) Financial Resource Management Manual–Procedures (FRMM-P), COMDTINST M7100.4 (series)
  - (n) Physical Security and Force Protection Program, COMDTINST M5530.1 (series)
  - (o) Internal Revenue Service (IRS) Regulation 26 CFR §1.132-9 – Qualified transportation fringes – General Rules – Q3 A3 (b)
  - (p) Title 31 United States Code, section 3528
  - (q) 2021 Guide to Telework and Remote Work in the Federal Government, Office of Personnel Management (OPM), dated November 2021

1. PURPOSE. As required by References (a), (b), (c), and (d), this Instruction prescribes policies and procedures governing the procurement, issue, use, monitoring, and reporting of mass transit fare benefits for Coast Guard members/employees who commute via public mass transit.

2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements shall comply with the provisions of this Instruction.
3. AUTHORIZED RELEASE. Internet release is authorized.
4. DIRECTIVES AFFECTED. Commuter Transit Subsidy Benefits Program, COMDTINST 5382.1 is hereby cancelled.
5. BACKGROUND. Section 7905 (b)(1) of Reference (a) authorizes the head of each agency to establish a program to encourage employees of such agency to use means other than single-occupancy motor vehicles to commute to and/or from work. Public Law 101-509 authorizes federal agencies to use appropriated funds to pay all or a portion of their employees' public transportation costs, provided such payments are in alignment with existing programs encouraging the use of public mass transit. Reference (e) contains specific statutory authority for the federal government to subsidize an employee's cost of commuting to and from work. Section 2105 of Title 5, United States Code, defines the term "employee" for purposes of Reference (e). Reference (f) establishes the monthly maximum level allowed by law. The monthly maximum limitation under reference (f) is published annually by the Internal Revenue Service (IRS). Reference (e) provides statutory authority for the use of appropriated funds for mass transit fare benefits. Reference (d) provides guidelines for the reimbursement of participants and the authority for vanpools to participate in the employer-provided transportation benefits. Carpools do not qualify for reimbursement under the Commuter Transit Subsidy Benefits Program. Together, the statutes and regulations provide the authority for the Coast Guard to establish a mass transit fare benefit program that encourages personnel to commute to and/or from work via public mass transit.
6. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide administrative guidance for Coast Guard personnel and is not intended nor does it impose legally-binding requirements on any party outside the Coast Guard.
7. MAJOR CHANGES. Changes in this update include the modification in reporting authority from Commandant (CG-843) to Commandant (CG-81); removal of ATU specific responsibilities; addition of responsibilities in relation to the participant, vanpool coordinator, as well as the servicing financial and procurement office. Additional direction was provided regarding eligible participants, guidance for deployed service members, shared service providers, audit requirements, procedures during a lapse in appropriations, and privately owned vanpools. Financial system specific information was removed in addition to the use of RCN-5382-1 for annual audits and replaced with form CG-5564. The Mass Transit Benefit Application/ Modification form (CG-5560) has been approved and implemented in this change.
8. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. The Office of Environmental Management, Commandant (CG-47) reviewed this instruction and the general policies contained within, and determined that this policy falls under the Department of Homeland Security (DHS) categorical exclusion A3. This instruction will not result in any

substantial change to existing environmental conditions or violation of any applicable federal, state, or local laws relating to the protection of the environment. It is the responsibility of the action proponent to evaluate all future specific actions resulting from this policy for compliance with the National Environmental Policy Act (NEPA), other applicable environmental requirements, and the U.S. Coast Guard Environmental Planning Policy, COMDTINST 5090.1 (series).

9. DISTRIBUTION. Electronic distribution in the Directives System Library. Intranet/Pixel Dashboard: Directives Pubs, and Forms - PowerApps (appsplatform.us) . If Internet released: Commandant Instructions (uscg.mil), Coast Guard Forms (uscg.mil) .
10. RECORDS MANAGEMENT CONSIDERATIONS. Records created as a result of this Instruction, regardless of format or media, must be managed in accordance with Records & Information Management Program Roles and Responsibilities, COMDTINST 5212.12 (series) and the records retention schedule located on the Records Resource Center Microsoft SharePoint site at: <https://uscg.sharepoint-mil.us/sites/cg61/SitePages/CG-611-RIM.aspx> .
11. DISCUSSION. Coast Guard participants may receive a monthly transit benefit equal to their actual commuting cost, not to exceed the monthly maximum limitation established by the IRS. The benefit is a nontaxable individual fare benefit or the local monthly cost of public mass transit, whichever is less, consistent with IRS policy.
  - a. Definitions. The following definitions pertain to the mass transit program and are used in this Instruction:
    - (1) Mass Transit System/Public Mass Transportation System. Any system identified by the local public transit authority or the local transit service agency as a public mass transit system.
    - (2) Commuter Transit Subsidy Benefits Program. An approved Headquarters-funded program that encourages government employees to use public mass transit.
    - (3) Fare Media. Any token, voucher, fare card, or other instrument that enables the holder to use the mass transit system. This can be provided through a shared service program (third-party) entity based on location.
    - (4) Participants. Active-duty Coast Guard military personnel, Coast Guard Reservists on Active Duty for Operational Support (ADOS) orders; to exclude members who are drilling or training in an Inactive Duty for Training (IDT) status, U.S. Public Health Service officers and U.S. Navy chaplains assigned to the Coast Guard, Coast Guard civilian and non-appropriated fund (NAF) personnel who are certified and active in the Commuter Transit Subsidy Benefits Program. Civilian and NAF personnel may be full-time, part-time, or temporary employees. Unpaid interns are not eligible.
    - (5) Local Program Coordinator. A person designated by the unit commanding officer or officer in charge responsible for the proper operation and accountability of the local commuter transit subsidy benefits program.

- (6) Fare Media Approving Official. An individual, designated by the commanding officer, who reviews/approves fare media orders, reviews/approves individual applications for participation in the local commuter transit subsidy benefits program, and certifies each applicant's eligibility to participate in the program. This individual also signs the Claim for Reimbursement for Expenditures on Official Business (OF-1164) as the approving official and reviews, signs, and submits the Mass Transit Benefit Accountability Report (CG-5564) to Commandant (CG-81).
- (7) Fare Media Custodian and Alternate. The fare media custodian is an individual, designated by the local program coordinator, who prepares orders for fare media; receives, stores, and issues fare media; receives reimbursement requests (accompanied by receipts if appropriate); issues and maintains the unit Mass Transit Benefit Application / Modification forms (CG-5560); and is responsible for maintaining the unit's transit benefit program records. The alternate fare media custodian is a designated individual who operates in the absence of the fare media custodian.
- (8) Authorized Certifying Official (ACO). A designated individual who certifies vouchers for payment. For the Commuter Transit Subsidy Benefits Program, the ACO will be U.S. Coast Guard Finance Center (FINCEN).
- (9) National Capital Region (NCR). Per Reference (c), the NCR consists of the District of Columbia, Montgomery, Prince George's, and Frederick Counties in Maryland; Arlington, Fairfax, Loudon, and Prince William Counties in Virginia; and cities now or hereafter existing in Maryland or Virginia within the specified geographic area above.
- (10) Qualified Vanpool. A highway vehicle with seating capacity for at least six adults, excluding the driver. Vanpools may be privately-owned, operated by a transportation company or a public transportation provider.
- (11) Privately Owned Vanpools. Federal employees or military members are eligible to establish a privately owned vanpool. Prior to doing so, members shall seek ethics advice from their Servicing Legal Office to ensure they comply with all applicable policies, regulations, and laws.
- (12) Shared Service Program. A program that provides common administrative services on a centralized basis, where they can be administered more advantageously and more economically than they could be provided otherwise. Shared Service Programs are typically operated through the execution of an Interagency Agreement. Current Shared Service Programs include automated payment processing services such as the Department of Transportation (DOT) TRANSERVE and Health and Human Services (HHS) GO! card (additional approved Shared Service Programs may be established and utilized in the future).
- (13) Co-located Commands. Two or more Coast Guard units are considered co-located when separate units share a facility or reside within a favorable geographic location.

b. Participation.

(1) Eligibility. Any member who is willing to use public mass transit is eligible to participate in the Commuter Transit Subsidy Benefits Program provided that:

- (a) The member is not listed as a holder of a workplace motorized vehicle parking permit issued by a federal agency; is not authorized to commute to and/or from the workplace via a government vehicle; or is not using government-provided parking at the workplace.
- (b) The member certifies that any benefits received under this program shall be used solely for the personal commuting use of that member to and from work.
- (c) The member certifies that the benefits received under this program shall not be given, sold, or otherwise transferred to another individual.
- (d) The member certifies that the benefits received under this program shall not be retroactively used and can only be applied towards commuting costs after the application is approved.

(2) Partial Month Participation. Changes to participation/eligibility include:

- (a) Absence. A participant who is unable to use the full value of the monthly fare media due to a temporary absence [e.g., Temporary Assigned Duty (TDY), leave, underway/deployed] must return all unused fare media to the fare media custodian as soon as possible. The returned fare media may either be reissued to another eligible participant or returned to the vendor for credit. Participants teleworking, on TDY, or those utilizing administrative/annual/sick leave are not eligible to claim benefits during that period of their absence. These individuals must calculate their estimated costs for the period based on the days they actually utilize mass transit. Subscription and debit card-based programs should be pro-rated accordingly.
- (b) Telework and Remote Work. Employees in a full-time remote work status are not authorized to utilize transit subsidy benefits. Participants whose eligibility changes during a month due to a change of workplace or commuting mode shall be eligible to receive the monthly fare benefit for the period of eligibility. In accordance with Reference (q), employees must be mindful of the requirements under the transit subsidy program and any impact that reduced commuting costs may have on the amount of subsidy they are entitled to receive. Employees have an obligation to notify the agency of any reduction in use of transit as a result of telework to enable the agency to adjust the subsidy.
- (c) Deployed Service Members. In accordance with Reference (i), military members, or civilian employees who are members of an Armed Forces Reserve component (such as the Coast Guard Reserve, National Guard, etc.), are not entitled to continue receiving the Transit Subsidy Benefit while deployed.

- (3) Authorized Usage. Employees may only claim the transit benefit subsidy when commuting from home to work and work to home. Employees are prohibited from using the transit benefit while in a non-pay, leave, full-time telework, or remote work status. Misuse could result in disciplinary action.
- c. Waste, Fraud and Abuse Controls. Reference (h) documents instances of fraud, waste, and abuse in the Commuter Transit Subsidy Benefits Program. To prevent fraud, waste, and abuse, internal controls must be implemented. Employees who misuse transportation benefits could be subject to criminal prosecution, and/or agency disciplinary action, up to and including dismissal. Substantiated violation of any of these certifications may impact an employee's security clearance status. Adherence to the controls and policies outlined in this instruction, unit instruction and program plan Appendices (1) and (2) will be closely examined during quarterly and annual audits. Commandant (CG-81) will respond as needed to address each unit's audit report submissions.
- d. Audit Requirements. All audits shall focus on financial accuracy and program compliance with this policy and the unit Commuter Transit Subsidy Benefits Program Plan. Additionally, audits will examine irregularities or anomalies that may indicate potential fraud, waste, abuse, conformance with existing directives, storage facilities, designation letters, internal controls, and the completeness of the unit's instruction and program plan.
- (1) Quarterly Audits. All quarterly audits shall be recorded on the Monthly Accountability Report (CG-5564) for the month in which the audit was conducted, signed by the designated third-party audit board members and local program coordinator, and forwarded to Commandant (CG-81).
- (2) Annual Audits. All annual audits shall be conducted at the end of each fiscal year in the month of September. If the quarterly audit is conducted in September, that audit would satisfy the annual audit requirement. The annual audit shall be conducted by the designated third-party audit board independent of the local program coordinator, and the results will be documented on September's accountability report (CG-5564). Audit reports will be signed by the third-party audit board members, the local program coordinator, the unit commanding officer, and then submitted to Commandant (CG-81).
- e. Commuter Transit Subsidy Benefits Unit Instruction and Program Plan. Prior to implementing a local program, each participating unit must develop a draft unit instruction, program plan, and must obtain approval from Commandant (CG-81). A sample unit instruction and program plan are provided in Appendices A. and B. Upon approval, the unit instruction becomes part of the unit's commuter transit subsidy benefits program plan and will address specific roles and responsibilities consistent with the varying and unique organizational structure of each unit and/or program and the anticipated number of participants.
- f. Funding. Funding will be assigned using separate lines of accounting for both civilian and military personnel upon receipt of an approved unit instruction. One unit may



manage the benefit program for subunits when it is deemed administratively beneficial due to co-location, geography, facility, or service arrangements and will be documented in the approved unit instruction. Commandant (CG-83) facilitates the transfer of funds to the local program lines of accounting. Each unit is responsible for budgeting and maintenance of these funds for their respective expenditures to include transactions for all subunits. Funds shall be used for the purchase of fare media and/or the reimbursement of participants.

**NOTE:** these funds are not reprogrammable and shall be returned to Commandant (CG-83) immediately if not obligated or expended.

- g. Lapse in Appropriated Funding. During a lapse in appropriated funding, units and/or programs shall not commit, obligate or execute any funding. Mass Transit benefit obligations shall not be incurred during a lapse in appropriation. However, if funding was already obligated and applied to the fare media using authorized funding prior to the lapse in appropriation (i.e., prior year funding or during a continuing resolution), then the available balance may be used for mass transit utilization until fully expended during the lapse. Units utilizing procured fare media through the use of a shared service program shall inform their users that they should plan to pay out of pocket for mass transit expenses during the lapse of funding beyond any funding applied to the fare media prior to the lapse. Those members paying out of pocket should retain their payment receipts so they can be reimbursed using the OF-1164 Claim for Reimbursement through their respective supporting financial office and FINCEN once an appropriation has been signed into law and funding is available.

## 12. RESPONSIBILITIES.

- a. Program Management Responsibilities. Commandant (CG-81) is the Coast Guard Mass Transit Program Manager, responsible for:
- (1) Maintenance of historical (permanent) and other applicable records;
  - (2) Review and approval of all unit instructions and Commuter Transit Subsidy Benefits Program Plans;
  - (3) Management of the Commuter Transit Subsidy Benefits Program budget;
  - (4) Facilitates the transfer of funds to local program lines of accounting through Commandant (CG-83);
  - (5) Generating and processing Interagency Agreements pertaining to Shared Service Programs usage outside of the National Capital Region;
  - (6) Recoupment of any Commuter Transit Subsidy Benefits Program funds not expended;
  - (7) Receipt and review of the Unit's monthly accountability reports, including and consolidated quarterly audit reports;

- (8) Receipt and review of the Unit's annual audit report and any required response to address internal control deficiencies and/or other issues;
  - (9) Preparation of any CG-wide consolidated reports as required;
  - (10) Administration and communication for any changes in the monthly maximum limitation;
  - (11) Conducting annual program review with Commandant (CG-83) and documenting results to Commandant (CG-8); and
  - (12) Communicate to local program coordinators regarding any changes in policy, benefits and guidance pertaining to lapses in appropriation.
- b. Command Responsibilities. Coast Guard commands that elect to establish a Commuter Transit Subsidy Benefits Program must implement the policies and procedures prescribed in this Instruction. The commanding officer/officer in charge shall designate a local program coordinator responsible for the proper program operation and accountability. Commanding officers/officers in charge of units utilizing commuter transit subsidy benefits are responsible for:
- (1) Development and implementation of a unit instruction to include all internal and inter-unit implementing guidance for applicable co-located units participating in the program;
  - (2) Development and implementation of a Commuter Transit Subsidy Benefits Plan;
  - (3) Verification of participant eligibility upon entry to the program and removal of participants upon program departure;
  - (4) Fare media distribution;
  - (5) Maintains forms CG-5560, Applications/Modification forms (completed for each new participant joining the program, annual recertification, and for any changes in participant information, benefit eligibility, or commuting methods);
  - (6) Maintains purchase receipts;
  - (7) Completing monthly accountability reports, quarterly and annual audit reports;
  - (8) Reviewing/maintaining procurement and financial reimbursement records;
  - (9) Designating audit board members; and
  - (10) Complying with the overall program requirements.

**NOTE:** All unit instructions must be reviewed and approved by Commandant (CG-81) prior to implementation.

- c. Local Program Coordinator Responsibilities. The local program coordinator shall be designated in writing by the commanding officer and is responsible for proper program operation and accountability for their unit as well as any co-located units identified within their unit policy. Local program coordinators are responsible for:
- (1) Designating separate key personnel to include:
    - (a) Fare Media Approving Official;
    - (b) Fare Media Custodian; and
    - (c) Alternate Fare Media Custodian (if applicable).
  - (2) Review of all subordinate unit instructions to ensure that local program coordination is maximized;
  - (3) Development of the unit budget forecasts;
  - (4) Effective oversight of all financial executive and management functions, processes, and procedures;
  - (5) Effective management of open obligations associated with procurement of fare media and claims for reimbursement;
  - (6) Ensuring that monthly accountability reports outlining mass transit activity are being submitted on time to Commandant (CG-81);
  - (7) Authorizing funds for the purchase of, or reimbursement for, fare media;
  - (8) Ensuring all fields for Reimbursement Form (OF-1164) are complete and accurate prior to submission to FINCEN;
  - (9) Reporting to Commandant (CG-81) when transit providers charge additional or excessive fees to transit benefit recipients;
  - (10) Liaising with their respective servicing finance/procurement entities to ensure all financial/procurement policies and regulations are adhered to; and
  - (11) Routinely monitoring the application process to ensure participants are utilizing the most cost-effective means for procuring mass transit fare media vice the most convenient.
- d. Fare Media Approving Official Responsibilities. The local program coordinator shall designate in writing a fare media approving official (hereinafter referred to as the “approving official”). The approving official may not be designated as a fare media custodian or an alternate fare media custodian (described in paragraph e below).
- (1) Reviewing/Approving fare media orders prepared by the fare media custodian;

- (2) Reviewing/Approving applications for participation in the local Commuter Transit Subsidy Benefits Program;
- (3) Verification of continued eligibility prior to the monthly issue of fare media; and
- (4) Approval of OF-1164 claims (if applicable).

**NOTE:** If the approving official is a participant in the commuter transit subsidy benefit program, then the local program coordinator shall perform the approval/disapproval function for the approving official; however, the local program coordinator may also serve as the fare media approving official in the event the unit has limited personnel to separately fill these roles. Under this circumstance, the local program coordinator/approving official's next level supervisor shall serve as the designated approving official for that individual if they are a participant in the transit subsidy benefits program.

- e. Fare Media Custodian Responsibilities. The local program coordinator shall designate in writing a fare media custodian and an alternate fare media custodian (hereinafter referred to as the "custodian"). The custodian is responsible for:
  - (1) Ordering of Fare Media. The custodian is responsible for preparing the purchase request for the purchase of fare media from applicable transit carriers. Costs will be determined based off of approved applications and submitted after the custodian has verified the availability of funds exists.
  - (2) Receipt of Fare media. Upon receipt of purchased fare media, the custodian shall immediately verify the media received against the purchase records for accuracy and completeness. Receipt/acceptance of the fare media shall be completed within the corresponding financial management system of record.
  - (3) Storage of Fare Media and Custodian Records. All fare media, ledgers, and supporting documents shall be stored in an approved storage container per the Physical Security and Force Protection Program, COMDTINST M5530.1 (series).
  - (4) Issuance of Fare Media. When distributing fare media, the custodian shall:
    - (a) Coordinate with the program participant for issuance;
    - (b) Validate participant(s) remain active in the local transit subsidy benefits program prior to issuance of fare media; and
    - (c) Record each individual issue of fare media on the Fare Media Accountability Ledger. Batch issuance on a single line is not authorized.
  - (5) Return of Fare Media. Unused, active fare media shall be returned to the custodian for reissuance to eligible program participants who have not utilized the max allowable limit for the month. If the fare media is unable to be reissued, the custodian shall make every effort to return the fare media to the transit provider to obtain credit. If a

credit cannot be obtained, the custodian shall store the fare media in an approved storage container until it has expired then destroy the fare media and document destruction. The custodian shall record all returned, reissued, in-kind replacements, vendor credits, and destruction of fare media on the Mass Transit Benefit Accountability Report, CG-5564.

- (6) Issuing Reimbursements. The custodian will review and coordinate with requisite servicing financial/procurement office to completed Claim for Reimbursement for Expenditure on Official Business form (OF-1164).
- (7) Accounting for Fare Media. The fare media custodian is responsible for the maintenance of financial and media accountability ledgers, reports, and supporting document. All fare media transactions shall be recorded on the Fare Media Accountability Ledger to track the lifecycle of fare media (receipt, issuance, and disposition). Separate fare media accountability ledgers shall be maintained for each type of fare media (e.g., bus passes, tokens, rail passes, etc.). At a minimum, each ledger shall have columns for the following information:
  - (a) Date and description of each transaction;
  - (b) Dollar value and quantity of fare media received;
  - (c) Dollar value and quantity of fare media expended;
  - (d) Reimbursements issued under OF-1164 claim for reimbursement process; and
  - (e) Fare media type and provider (e.g. local transit authority).
- (8) Monthly Reports. The custodian shall prepare monthly accountability reports that record the number of military and civilian participants as well as their respective costs via form CG-5564. The completed report shall be presented to the approving official for review and signature. Once signed, the custodian will forward the report to Commandant (CG-81) by the 20<sup>th</sup> of the following month.
- (9) Record Keeping. A copy of each approved application shall be kept on file as long as the member is a participant in the program. The custodian shall maintain a complete and orderly file of the following records:
  - (a) Approved Mass Transit Benefit Application/Modification Forms (CG-5560);
  - (b) Receipts for unit fare media purchases;
  - (c) Unit purchase requests and obligation documents;
  - (d) Mass Transit Benefit Accountability Reports (CG-5564); and
  - (e) Approved OF-1164 forms along with the corresponding fare media purchase receipts.

These records shall be maintained and destroyed in accordance with the Records and Information Management Program Roles and Responsibilities, COMDTINST 5212.12 (series).

- f. Audit Board Responsibilities. The audit board will consist of two, third party members designated by the local program coordinator. Audits will be conducted in accordance with paragraph 11.d above.
- g. Vanpool Coordinator Responsibilities. Each vanpool will have a designated coordinator responsible for:
  - (1) Primary operation of the vanpool who may or may not be the holder of a federally provided parking permit. One alternate operator may be named. If the primary operator is the holder of the federally provided parking permit, they are ineligible for the monthly benefit. If the primary operator is not the holder of the federally provided parking permit, they are eligible to receive the monthly benefit. The participant who is the holder of the federally provided parking permit used to allow the van to park on a federal facility are ineligible to receive the monthly transit benefit. All other federal employees in the vanpool including the alternate are eligible to collect the monthly transit benefit;
  - (2) Transportation of employees to and from work must represent 80 percent of the van's usage and may be made up of government and non-government employees;
  - (3) Ensuring vanpools are registered with the local transportation authority if applicable based on geographic requirements;
  - (4) Ensuring the vanpool meets the definition of a "qualified" or "privately owned" vanpool as aforementioned in section 11.a.10 above;
  - (5) Ensuring vanpool is filled to at least 50 percent capacity when commuting from home to work and work to home;
  - (6) Removing participant offsets (i.e. additional subsidies received by the state through the local transportation authority) before calculating the individual monthly contribution;
  - (7) Ensuring that vanpool riders do not use their transit benefit to "hold" a seat for extended periods of absences. Riders should anticipate incurring out of pocket expenses to maintain their participation with their vanpool in accordance with section 11.b.2.a above; and
  - (8) Ensuring vanpool charges are equitably charged to all participants.
- h. Participant Responsibilities. Employees who participate in the Transit Benefit Program are required to:
  - (1) Understand the scope and limitations of the Transit Benefit Program;

- (2) Understand that it is a violation of law to provide false or fraudulent information to obtain the transit benefit;
- (3) Use their transit benefit only for their home to work and work to home transportation;
- (4) Ensure that the amount of the transit benefit received does not exceed actual monthly commuting costs by public transportation;
- (5) Understand that deliberately overestimating transit costs, giving, or selling the transit benefit to others, or purchasing fare media from participant(s) is strictly prohibited. Participants are not permitted to accumulate fare media in excess of their actual monthly commuting costs. The monthly benefit may be issued in advance of the month for which it is intended, but any unused benefit must be returned;
- (6) Adjust the transit benefit amount upon changes to commuting methods, work schedules (such as leave, holidays or teleworking) or change of address;
- (7) When utilizing transit benefits via shared service programs, participants must familiarize themselves with the shared service program's policies and procedures and adhere to any rules and regulations set forth by the service provider.
- (8) Withdraw from the transit benefit program via the electronic transit benefit application if the subsidy is collected via shared service program;
- (9) Report to their local program coordinator when transit providers charge additional or excessive fees to transit benefit recipients. Employees are responsible for determining that charges represent fair market value; and
- (10) Complete blocks 1, 4 (a,b,c, and d), 6 (a,b,c,d, and g), 7, and 10 of form OF-1164, annotating "Commuter Transit" in block 6c and "Subsidy Benefits" in block 6d. The participant shall submit completed forms to the custodian no later than 15-days\* after the purchase of the fare media.

\*Exception: The fare media approving official may grant an additional 30-days to the participant due to unforeseen circumstances such as Temporary Assigned Duty or a significant family emergency. Claims submitted after the 45-day period will not be permitted without Commandant (CG-81) approval.

- i. Servicing Finance/Procurement Office Responsibilities. Supporting procurement and financial offices responsibilities include:
  - (1) Ensure adequate funding is available for execution;
  - (2) Provide guidance as necessary to assist local personnel with drafting the necessary procurement documents;
  - (3) Creating and monitoring financial obligations made within the financial system; and

- (4) Maintaining all proper procurement documentation in accordance with established policies/procedures.
- j. CG Finance Center (FINCEN) Responsibilities. The Coast Guard Finance Center is responsible for:
- (1) Processing purchase requests for fare media and related expenditures from authorized participating unit programs; and
  - (2) Certifying/processing forms OF-1164 for payment by Treasury.
13. PRIVACY ACT REQUIREMENTS. The policy and procedures outlined in Reference (j) apply to individuals who are applicants and/or participants in the Commuter Transit Subsidy Benefits Program. In order to participate in this program, applicants are required to provide Personally Identifiable Information (PII). Consequently, all personnel implementing the provisions of this program shall ensure they diligently safeguard PII in accordance with Reference (k). Unintended disclosure or compromise of an individual's PII constitutes a privacy breach. All suspected or confirmed privacy breaches must be reported in accordance with Reference (k).
14. SECURITY REQUIREMENTS. The policy and procedures outlined in Reference (n) apply to fare media safeguarding and storage.
15. FORMS. The forms referenced in this Instruction are available on the Internet: Search for Directives Pubs, Forms, and GM - Power Apps (appsplatform.us). Claim for Reimbursement for Expenditures on Official Business (OF-1164) is available at <https://www.gsa.gov/reference/forms>. All audits will be documented on the Mass Transit Benefit Accountability Report (CG-5564) per paragraph 11.d denoted above. Attachments to audit reports may include continuation pages, tables, charts, and other illustrative formats to best communicate audit findings.
16. SECTION 508. This policy is created to adhere to accessibility guidelines and standards as promulgated by the U.S. Access Board with consideration of Information and Communications Technology (ICT) requirements. If accessibility modifications are needed for this artifact, please communicate with the Section 508 Program Management Office (PMO) at [Section.508@uscg.mil](mailto:Section.508@uscg.mil). Concerns or complaints for non-compliance of policy and/or artifacts may be directed to the Section 508 PMO, the Civil Rights Directorate (<https://www.uscg.mil/Resources/Civil-Rights/>) for the Coast Guard, or to the U.S. Department of Homeland Security at [accessibility@hq.dhs.gov](mailto:accessibility@hq.dhs.gov).



17. REQUEST FOR CHANGES. Units and individuals may recommend changes by writing via the chain of command to:

US COAST GUARD HEADQUARTERS  
OFFICE OF RESOURCES, ORGANIZATIONAL ANALYSIS & WORKFORCE  
MANAGEMENT, COMMANDANT (CG-81)  
ATTN: COMMUTER TRANSIT SUBSIDY BENEFITS PROGRAM MANAGER  
2703 MARTIN LUTHER KING JR AVE SE, MAILSTOP 7618  
WASHINGTON, DC 20593-7618

/M. W. LAKE/  
RDML, U. S. Coast Guard  
Assistant Commandant for Resources &  
Chief Financial Officer

- Appendices:
- A. Sample Unit Instruction
  - B. Sample Commuter Transit Subsidy Benefits Program Plan
  - C. Sample Designation Memorandums
  - D. Sample Unit Audit Checklist

## Appendix A. Sample Unit Instruction



Commanding Officer  
Unit Name

Unit Address  
Staff Symbol: Unit Staff Symbol  
Phone: Unit Phone Number  
Fax: Unit Fax Number  
Email: POC E-mail Address

[INSERT UNIT ACRONYM] INST 5382.1A  
[INSERT DATE DD MMM YYYY]

[INSERT UNIT NAME] INSTRUCTION 5382.1A

Subj: COMMUTER TRANSIT SUBSIDY BENEFITS PROGRAM

Ref: (a) Commuter Transit Subsidy Benefits Program, COMDTINST 5382.1 (series)

1. PURPOSE. This Instruction prescribes policies governing the [insert unit name] Commuter Transit Subsidy Benefits Program in accordance with reference (a).
2. ACTION. The local program coordinator of the Commuter Transit Subsidy Benefits Program shall ensure compliance with the provisions of this Instruction. Participants utilizing mass transit funded by the Coast Guard should be provided a copy of this Instruction.
3. DIRECTIVES AFFECTED. Previously promulgated local unit instruction (Ex. Sector ABC Instruction 5382.1 is hereby canceled). If no previous instruction exists, then put "None".
4. DISCUSSION. By using public mass transit to commute to and from their workplace, Coast Guard participants may receive a transit benefit equal to their actual commuting cost, not to exceed the monthly maximum limitation established by the Internal Revenue Service.
5. PROCEDURE. Program procedures and definitions are included in the [insert unit name] Commuter Transit Subsidy Benefits Program Plan, Enc (1).
6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this Instruction and have been determined to be not applicable.
7. FORMS/REPORTS. The forms referenced in this Instruction are available on the Coast Guard Standard Workstation or on the internet: Search for Directives Pubs, Forms, and GM - Power Apps (appsplatform.us). Claim for Reimbursement for Expenditures on Official Business, OF 1164, is available at Forms | GSA. All audits will be documented on the Mass Transit Benefit Accountability Report (CG-5564) per paragraph 11.d denoted above. Attachments to audit reports may include continuation pages, tables, charts, and other illustrative formats to best communicate audit findings.

Appendix: (A) [Insert unit name] Commuter Transit Subsidy Benefits Program Plan

[COMMANDING OFFICER SIGNATURE]

**Appendix B. Sample Commuter Transit Subsidy Benefits Program Plan**

[Insert unit name]  
 COMMUTER TRANSIT SUBSIDY BENEFITS PROGRAM PLAN

Fare Benefits for Coast Guard Personnel  
 Commuting via Public Transportation  
 In the Area of [insert geographic area covered]

Unit Local Program Coordinator: [Insert Name]

Telephone Number: [Insert phone number with area code]

Email Address: [Insert email address]

1. Commands and Organizational Units Covered by this plan.

[List the unit names of each participating command, one per line. Each command must verify any primary and/or alternate members involved with the procedures prescribed for the implementation of this program.

**Note:** In the event co-located commands are utilizing the commuter transit subsidy benefits, follow guidance as indicated in paragraph 6.b.2 of Commuter Transit Subsidy Benefits Program, COMTINST 5382.1 (series).

2. Mass Transit Services Included in Program. [List the mass transit carriers or systems, the modes of transportation, the types of fare media that will be purchased, and the purchase price of each type of fare media in the table below.]

| Transit Carrier or System | Mode              | Type of Media   | Purchase Price |
|---------------------------|-------------------|---|----------------|
| [insert name]             | [e.g., Rail, Bus] | [e.g., dollar value fare cards, one-way tokens, monthly passes] |                |

3. Eligibility and Application Requirements.

a. Eligible Participants. Active duty Coast Guard military personnel, Coast Guard Reservists on Active Duty for Operational Support (ADOS) orders; to exclude members who are drilling or training in an Inactive Duty for Training (IDT) status, U.S. Public Health Service officers and U.S. Navy chaplains assigned to the Coast Guard, Coast Guard civilian and non-appropriated fund (NAF) personnel who are certified and active in the Commuter Transit Subsidy Benefits Program. Civilian and NAF personnel may be full-time, part-time, or temporary employees. Unpaid interns are not eligible. These participants shall certify that they are not listed as holder of a workplace motorized parking permit issued by a federal agency, do not use a government parking pass, and do not use a government vehicle for commuting to and/or from their workplaces. If an

applicant possesses or uses any of these forms of parking or government provided commuter benefits, their application will be disapproved by the approving official. Applicants may relinquish those benefits in order to be eligible to participate in the Commuter Transit Subsidy Program. Eligibility for the benefit starts on the date that the application is approved and is not retroactive.

- b. Participant Initial Application. The Mass Transit Benefit Application / Modification form, CG-5560, is available in the CG Portal forms library.
    - (1) Applicants shall furnish all of the information requested on the application form before submitting it for approval. The applicant shall sign the form, thereby certifying that the fare media is for the participant's personal commute to and/or from work and the fare media shall not be transferred to another individual.
    - (2) The fare media approving official shall approve the application upon reviewing for accuracy and ensuring the applicant meets all eligibility criteria.
  - c. Annual Participant Certification. The Mass Transit Benefit Application / Modification Form, CG-5560, is available in the CG Portal forms library. Participants shall sign the CG-5560 form upon initial entry into the regional program or whenever modifications to participant information are required. The participant is certifying that the fare media is for the participant's personal commute to and/or from work, and that the fare media shall not be transferred to another individual. Participants are responsible for notifying their local program coordinator regarding any changes in circumstances that impact fare benefits and program eligibility (i.e., change in work schedule such as leave and teleworking, address change, transfer, or decision to utilize another commuting method). Participants who receive benefits electronically through local transit systems (i.e., third-party shared service programs of mass transit) must report to their local program coordinator and recertify as applicable.
4. Fare Media Approving Official. The local program coordinator shall designate in writing a fare media approving official (hereinafter referred to as the "approving official"). The designee must be a commissioned or warrant officer, a petty officer in pay grades E-6 or above, or a civilian employee in grade GS-7 or above. The approving official may not be designated as a fare media custodian or an alternate fare media custodian as described in paragraph 5 below. The local program coordinator may also serve as the approving official when limited personnel prohibit separate designations. If the individual also participates in the transit subsidy benefits program, the local program coordinator/approving official's immediate supervisor shall serve as their designated approving authority.
- a. Responsibilities. The approving official is responsible for:
    - (1) Reviewing/approving fare media orders prepared by the fare media custodian;
    - (2) Reviewing/approving applications for participation in the local Commuter Transit Subsidy Benefits Program per paragraph 4.b below;
    - (3) Verification of continued eligibility prior to the monthly issue of fare media; and

(4) Approval of OF-1164 claims per paragraph 4.b.4 below (if applicable).

**Note:** These responsibilities may not be delegated. If the approving official is a participant in the Commuter Transit Subsidy Benefits Program, then the local program coordinator shall perform the approval / disapproval function for the approving official.

b. Review and Approval Process. The approving official performs the following tasks:

- (1) Reviews applications for transit subsidy benefits and ensures completeness/accuracy. Ensures participants are utilizing the most cost-effective means for procuring mass transit fare media vice the most convenient. Incomplete application forms shall be returned to the applicant.
- (2) Verifies that the applicant meets all eligibility criteria in accordance with section 11.b above and signs/approves the CG-5560. Electronic copies of the approved CG-5560 will be provided to the following recipients:
  - (a) The fare media custodian via the approving official; and
  - (b) The applicant
- (3) Signs the Mass Transit Benefit Accountability Report (CG-5564) generated by the fare media custodian in the approving official block.
- (4) Fills in the accounting information and document identification information for OF-1164 forms submitted by eligible program participants for claims reimbursement. Signs the forms in the approving official block and forwards them to FINCEN.

**Note:** Approving officials are NOT authorized to sign in the Authorized Certifying Officer block.

5. Fare Media Custodian and Alternate Fare Media Custodian. The local program coordinator shall designate in writing a fare media custodian and an alternate fare media custodian. Each designee must be either a petty officer in pay grade E-4 or above, or a civilian employee in grade GS-7 or above. Any exceptions to this rule must be approved by Commandant (CG-81). Authority to approve such requests may not be re-delegated.
  - a. Responsibilities of the Fare Media Custodian. The fare media custodian is responsible for receiving, storing, and issuing fare media and for preparing media orders for the signature of the approving official. Additionally, the fare media custodian is responsible for maintaining accurate accounting records and preparing required reports. The fare media custodian shall record the fare media receipt in a Fare Media Accountability Ledger hereafter referred to as "ledger". The ledger shall contain the data elements necessary to track the lifecycle of the fare media (receipt, issuance and disposition). The ledger shall include, at a minimum, the elements addressed in paragraph 7. below.

- (1) Ordering of Fare Media. The fare media custodian is responsible for preparing the purchase request for the purchase of fare media from the transit carriers (as listed in the table in paragraph 2 above). The fare media custodian shall determine the amount of fare media to order each month based on approved applications and updates to participant's actual commuting costs. After determining the dollar amount of fare media to purchase, the fare media custodian shall verify the availability of funds. Fare media purchases shall be executed in accordance with all applicable Department of Homeland Security and Coast Guard procurement policies, procedures and regulations.
- (2) Receipt of Fare Media. Upon receipt of the purchased fare media, the custodian shall immediately verify the media received against the purchase order for accuracy and completeness. Ensure receipt/acceptance of the fare media is completed within the financial management system.
- (3) Storage of fare media custodian Records. All fare media, ledgers, and supporting documents shall be stored in an approved storage container per the Physical Security and Force Protection Program, COMTINST M5530.1 (series).
- (4) Issue of Fare Media. When distributing fare media, the custodian shall:
  - (a) Coordinate with the program participants to distribute fare media;
  - (b) Issue fare media to or process OF-1164 forms only those individuals who are approved program participants. Only approved applications shall be accepted from the approving official, except as noted in paragraph 4.b.3.a. Each participant in the program must present a valid military or DHS employee photo ID before being issued fare media. No other individual or third-party may receive fare benefits on behalf of the approved participant;
  - (c) Record each individual issue of fare media on the Fare Media Accountability Ledger. Batch issuing on a single ledger line is not authorized.
- (5) Return of Fare Media. Participants shall return unexpired or unused fare media to the custodian for reissuance to eligible program participants provided the total benefits received does not exceed the monthly maximum allowable limit. All fare media that cannot be reissued shall be returned to the vendor for credit or reissuance provided the vendor accepts returns/exchanges. The custodian shall store any fare media that cannot be returned/reissued in an approved storage container until it can be destroyed following expiration as per reference (n) of the unit program plan. The custodian shall record all returned, reissued, in-kind replacement, vendor credits and destruction of fare media on the Mass Transit Benefit Accountability Report, CG-5564.
- (6) Issuing Reimbursements. The claim for Reimbursement for Expenditures on Official Business form (OF-1164), is available at <https://www.gsa.gov/reference/forms>.

- (a) The participant shall complete blocks 1, 4 (a, b, c, d), 6 (a, b, c, d, g), 7, and 10 on form OF-1164, writing “Commuter Transit” in block 6c and “Subsidy Benefits” in block 6d. The participant shall submit the completed form to the fare media custodian along with all relevant mass transit receipts.
- (b) Form OF-1164 shall be submitted for payment no later than 15-days after the purchase of the fare media for which a participant is seeking reimbursement. The fare media approving official may grant an additional 30-days to the participant due to unforeseen circumstances such as Temporary Assigned Duty or a significant family emergency. All claims submitted beyond 45-days will not be approved unless granted in exception in accordance with COMDTINST 5382.1(series), section C. Participant Responsibilities (i). Participants are responsible for submitting their claims within the 15-day period in order to receive reimbursement.
- (c) The Local Program Coordinator\* is responsible for ensuring that the following actions are completed prior to submission of form OF-1164 to FINCEN for reimbursement payments:
  - 1. All applicable blocks on the form OF-1164 have been completed and correct accounting information i.e. PROJECT/TASK/EXPENDITURE ORGANIZATION/EXPENDITURE TYPE is present. (OF-1164 must contain obligation number provided by the respective supporting financial office as recorded within the financial management system).
  - 2. The fare media approving official signs the form OF-1164 in block 8.
  - 3. The completed form OF-1164 and relevant mass transit receipt(s) are sent to FINCEN.
- (d) The participant receives a reimbursement check (or electronic payment) per FINCEN Standard Operating Procedures (SOP).

**Note:** While the Local Program Coordinator is responsible for ensuring the above steps are completed, these steps may be performed by the properly designated personnel (fare media custodian, fare media approving official, etc).

- (7) Accounting for Fare Media. The fare media custodian is responsible for the maintenance of financial and media accountability ledgers, reports, and supporting documents. Ledgers shall be updated when processing reimbursements and fare media transactions. It is recommended that back up ledgers be maintained to ensure record integrity. Separate fare media accountability ledgers shall be maintained for each type of fare media (e.g., bus passes, tokens, rail passes). At a minimum, each ledger shall have columns for the following information;
  - (a) Date and description of each transaction: Examples of transaction descriptions include receipts; issues; returns of unexpired fare media to fare media custodian; returns of unexpired fare media to vendor for credit; and lost, not accounted for,

or destroyed fare media. For media that is returned, lost, or stolen, the ledger entry shall include the participant's name and their employee identification number (EMPLID). Ledgers that collect PII/SPII, i.e., names, EMPLIDs, must be vetted through the Office of Privacy Management (CG-6P) for privacy compliance review.

- (b) Dollar value and quantity of fare media received (e.g., purchase receipts, returns of unexpired media, and receipts of in-kind replacements from unexpired media returned to vendor).
  - (c) Dollar value and quantity of fare media expended (e.g., issues, returns of unexpired media to vendor for credit or in-kind replacement, and lost, unaccounted for, or destroyed fare media).
  - (d) Dollar value and quantity balances. These balances must equal the current holdings of fare media.
  - (e) Reimbursements issued under OF-1164 claim for reimbursement process.
  - (f) Fare media type and provider (e.g. local transit authority).
- (8) Monthly Reports. The fare media custodian shall prepare monthly accountability reports that indicate the number of military and civilian participants for that period, as well as their respective costs. The CG-5564 is available from the CG Portal forms library. The completed report shall be presented to the fare media approving official for review and signature. After the report is signed, the fare media custodian shall forward the original report by the 20<sup>th</sup> of the following month to Commandant (CG-81). This allows 15-days following the benefit period for individual claims for reimbursement and 5-days to collect and balance data to prepare the monthly accountability report.
- (9) Record Keeping. A copy of each approved application shall be kept on file as long as the member is a participant in the program and shall be maintained and destroyed in accordance with the Records and Information Management Program Roles and Responsibilities, COMDTINST 5212.12 (series). The fare media custodian shall maintain a complete and orderly file of the following records:
- (a) Approved Mass Transit Benefit Application / Modification Forms (CG-5560);
  - (b) Receipts for unit fare media purchases;
  - (c) Unit purchase requests and purchase orders;
  - (d) Mass Transit Benefit Accountability Reports (CG-5564); and
  - (e) Approved OF-1164 forms along with the corresponding fare media purchase receipts



- b. Relief of Fare Media Custodians. Whenever the fare media custodian is absent from the unit, accountability for the fare media and all records shall be transferred to a designated alternate fare media custodian. Prior to accepting responsibility, the alternate fare media custodian shall review the accounting ledger(s) and records and shall inventory the fare media on hand in the presence of the fare media custodian. When satisfied that the ledger(s), records, and media are in order, the alternate fare media custodian shall sign and date a written statement in all accounting ledger(s) on the next available line, assuming custody of the ledger, records, and media. The reverse process shall occur whenever the fare media custodian relieves the alternate fare media custodian. In emergency situations when the fare media custodian is not available for an on-site relief, the commanding officer or the fare media approving official shall witness the verification process and shall sign the ledger entry along with the alternate fare media custodian. The entry must state the circumstances for the unilateral relief. All permanent reliefs of the fare media custodian or the alternate fare media custodian shall be reported to Commandant (CG-81).

6. Internal Controls.

- a. Physical Security. The local program coordinator shall ensure that funds, property, and other program assets are properly accounted for and safeguarded against waste, fraud, abuse, mismanagement, or misappropriation. The safeguarding and storage of fare media shall be the same as that of funds, in accordance with Physical Security and Force Protection Program, COMDTINST M5530.1 (series).
- b. Maintenance of Records. The fare media approving official, the fare media custodian, and the alternate fare media custodian shall properly record and account for the revenues and expenditures applicable to the operation of this program. The approving, recording, and accounting process must ensure that there is proper and accurate maintenance of accounts for the preparation of reliable financial reports.
- c. Application Review. The fare media approving official shall review all applications for completeness and accuracy.
- d. Eligibility Review. The fare media approving official shall review and certify that applicants are not participating in other Federal Government subsidized commuter programs (e.g., workplace motorized vehicle parking permit member or holder, authorized use of Government vehicle to and from workplace).
- e. Issue of Media. The fare media custodian and the alternate fare media custodian are the only individuals authorized to issue fare media.
- f. Reimbursement for Media Purchased by Eligible Applicant. Some public transportation systems do not lend themselves to fare media purchase and issue by a central activity. Therefore, it may be prudent for the eligible participant to personally procure fare media and to submit receipts for reimbursement up to the monthly maximum allowable benefit, which is annually published by the Internal Revenue Service. This method of providing the benefit is acceptable only when transit passes are not readily available or distributed

through centralized means by a fare media custodian, transit passes are not available from the transit company or transit passes are not available in denominations that match the monthly maximum allowable benefit.

- g. Quarterly and Annual Audits. The local program coordinator shall:
- (1) Ensure that an audit of the program is conducted quarterly. The audit shall focus on financial accuracy and program compliance with Commuter Transit Subsidy Benefits Program, COMDTINST 5382.1 (series), and the Commuter Transit Subsidy Benefits Program Plan. All quarterly audits shall be recorded on the Mass Transit Benefit Accountability Report (CG-5564) for the month in which the audit was conducted, signed by the audit board members and local program coordinator, and forwarded to Commandant (CG-81).
  - (2) Annual audits shall be conducted at the end of each fiscal year in the month of September. The annual audit shall be conducted by a designated third-party audit board (two members) independent of the local program coordinator, and the results will be documented on the September monthly accountability report (CG-5564). If the quarterly audit is conducted in September, that audit would satisfy the annual audit requirement. These audit reports will be signed by the third-party audit board members and the local program coordinator and sent to Commandant (CG-81). The audit will examine irregularities or anomalies that may indicate potential fraud, waste, or abuse, conformance with existing directives, storage facilities, designation letters, internal controls, and the completeness of the unit's instruction and program plan.
  - (3) The local program coordinator shall designate, in writing, the members of the audit board. The audit board shall consist of two disinterested individuals in pay grade E-6 or above and/or civilian employees in grade GS-7 or above. The approving official, the Custodian, and the alternate may not be designated as members of the audit board.
7. Privacy Act. The local program coordinator shall ensure that the policy and procedures outlined in The Coast Guard Freedom of Information and Privacy Acts Manual, COMDTINST M5260.3 (series), are adhered to when providing information obtained from individual applications.

**Appendix C. Sample Designation Memorandums**

**U.S. Department of  
Homeland Security**



**United States  
Coast Guard**

Commanding Officer  
United States Coast Guard  
(Unit Name)

1790 Coast Guard St.  
Coast Guard City, CG 12345-XXXX  
Staff Symbol: XXX  
Phone: (XXX) XXX-XXXX  
Fax: (XXX) XXX-XXXX  
Email: Joe.Coastie@uscg.mil

1710  
21 Apr 2021

**MEMORANDUM**

From: I. B. Coastie, CDR  
(Commanding Officer/Unit)

Reply to LCDR Webster  
Attn of: (XXX) XXX-XXXX

To: J. A. Smith, CWO4

Subj: DESIGNATION AS MASS TRANSIT LOCAL PROGRAM COORDINATOR

Ref: (a) Commuter Transit Subsidy Benefits Program, COMDTINST 5382.1 (series)  
(b) Commuter Transit Subsidy Benefits program, UNITINST XXXX.X

1. In accordance with reference (a) you are hereby designated to perform the duties of Mass Transit Local Program Coordinator for (Insert Unit and other co-located units that participate in the commuter transit subsidy benefits program if applicable).
2. In the performance of your duties, you will comply with the requirements in references (a) and (b) and such orders and directives as may be promulgated by proper authority.
3. This designation shall remain in effect until properly relieved or otherwise rescinded by me.

#

25 Apr 2021

**FIRST ENDORSEMENT**

From: J. A. Smith, CWO4

To: (Commanding Officer)

1. I acknowledge this designation and understand my responsibilities as the Mass Transit Local Program Coordinator.

Copy: COMDT (CG-81)  
(Unit Name)

U.S. Department of  
Homeland Security

United States  
Coast Guard



Commanding Officer  
United States Coast Guard  
(Unit Name)

1790 Coast Guard St.  
Coast Guard City, CG 12345-XXXX  
Staff Symbol: XXX  
Phone: (XXX) XXX-XXXX  
Fax: (XXX) XXX-XXXX  
Email: Joe.Coastie@uscg.mil

1710  
21 Apr 2021

## MEMORANDUM

From: J. A. Smith, CWO4  
Local Program Coordinator

Reply to CWO4 Smith  
Attn of: (XXX) XXX-XXXX

To: D. K. Smart, SK2

Subj: DESIGNATION AS FARE MEDIA (APPROVING OFFICAL) or (CUSTODIAN)

Ref: (a) Commuter Transit Subsidy Benefits Program, COMDTINST 5382.1 (series)  
(b) Commuter Transit Subsidy Benefits program, UNITINST XXXX.X

1. In accordance with reference (a) you are hereby designated to perform the duties of Fare Media (Approving Official) or (Custodian) for (Insert unit and other co-located units that participate in the commuter transit subsidy benefits program if applicable).
2. In the performance of your duties, you will comply with the requirements in references (a) and (b) and such orders and directives as may be promulgated by proper authority.
3. This designation shall remain in effect until cancelled upon relief, transferred or otherwise rescinded by me.

#

25 Apr 2021

### FIRST ENDORSEMENT

From: D. K. Smart, SK2

To: J. A. Smith, CWO4

1. I acknowledge this designation and understand my responsibilities as Fare Media (Approving Official) or (Custodian).

Copy: COMDT (CG-81)  
(Unit Name)



Commanding Officer  
United States Coast Guard  
(Unit Name)

1790 Coast Guard St.  
Coast Guard City, CG 12345-XXXX  
Staff Symbol: XXX  
Phone: (XXX) XXX-XXXX  
Fax: (XXX) XXX-XXXX  
Email: Joe.Coastie@uscg.mil

5380  
21 Apr 2021

## MEMORANDUM

From: J. A. Smith, CWO4  
Local Program Coordinator

Reply to CWO4 Smith  
Attn of: (XXX) XXX-XXXX

To: (Audit Board Member)

Subj: DESIGNATION AS FARE MEDIA AUDIT BOARD MEMBER

Ref: (a) Commuter Transit Subsidy Benefits Program, COMDTINST 5382.1 (series)  
(b) Commuter Transit Subsidy Benefits program, UNITINST XXXX.X

1. In accordance with reference (a) you are hereby designated to perform the duties of Fare Media Audit Board Member for (Insert unit and other co-located units that participate in the commuter transit subsidy benefits program if applicable).
2. In the performance of your duties, you will comply with the requirements in references (a) and (b) and such orders and directives as may be promulgated by proper authority.
3. This designation shall remain in effect until audit completion or otherwise rescinded by me.

#

25 Apr 2021

### FIRST ENDORSEMENT

From: (Audit Board Member)

To: J. A. Smith, CWO4

1. I acknowledge this designation and understand my responsibilities as Fare Media Audit Board member.

Copy: COMDT (CG-81)  
(Unit Name)

### Appendix D. Sample Audit Checklist

- Does the unit have a local, approved unit instruction?
- Does the unit have a commuter transit subsidy benefits program plan? If applicable, are subordinate units or co-located commands that participate within the program identified in the program plan?
- Are designation letters on file for the following program personnel:
  - Local Program Coordinator
  - Fare Media Approving Official (and alternate if applicable)
  - Fare Media Custodian
  - Audit Review board members as required by COMDTINST 5382.1 (series)
- Are the unit level instruction and designation letters submitted to the CG-81 Program Manager by the first week of November?
- Is all fare media stored in accordance with Chapter 6 of the Physical Security and Force Protection Program, COMDTINST M5530.1 (series) based on the value of the fare media.
- Are custodians maintaining complete and orderly files of the following records:
  - Approved Mass Transit Benefit Application / Modification Forms (CG-5560)
  - Mass Transit Benefit Accountability Reports (CG-5564)
  - Approved OF-1164 forms along with the corresponding fare media purchase receipts
  - Receipts for unit fare media purchases
  - Unit purchase requests and purchase orders/other obligation documents
  - Records storage is sufficient to protect personally identifiable information
- Is the fare media approving official signing the Mass Transit Accountability Report (CG-5564) when required?
- Are quarterly audits being completed in a timely manner and submitted to CG-81?
- Is all unexpired or unused fare media being properly returned to the fare media custodian?
- Is the fare media custodian keeping a sufficiently detailed and regularly updated Fare Media Accountability Ledger?
- Are monthly accountability reports being provided to Commandant (CG-81) by the 20<sup>th</sup> of the following month for which the previous benefit period concluded?

\*These inspection checklists are intended as an aide for cognizant authorities in performing inspections. They may also be used by the commanding officer in any reviews or inspections at the local level in determining the overall effectiveness of the program. These checklists are not all inclusive, their purpose is to identify areas which may not be in compliance with the guidance provided in this manual. Local units are encouraged to examine any additional areas within their local program to ensure full compliance with their local unit instruction and COMMANDANT INSTRUCTION 5382.1 (series).